

Next Steps Consulting Webinar Series

‘Preparing for your Interview’

Deb Harris - Senior Consultant
Gemma Carter-Morris - Head of Wellbeing



Next Steps Consulting Support

Next Steps Consulting will be offering outplacement support until 31st October to help you prepare for your next role.

The package of support will include:

- An Online portal with downloadable documents and templates that cover all areas relating to your job search
- A webinar series:
 - **Thinking about your Next Role** - 4th August at 10am
 - **Preparing your CV and Job Applications** - 14th August at 10am
 - **Preparing for your Interview** - 25th August at 10am
- Unlimited email support - please get in touch on support@nextstepsconsulting.co.uk

Online Portal Preparing for your Interview

Resources and links:

- [Preparing for Your Interview](#)
- [Structure of Interviews](#)
- [Telephone and Video Interviews](#)
- [Assessment Centres](#)
- [Example Interview Questions](#)
- [Reviewing the Interview Process](#)
- [Return to Main Menu >](#)

Once you have been offered an interview there is lots of preparation you need to do to ensure you put yourself in the best possible position to showcase your suitability for the role.

It is totally natural to be nervous prior to your interview, but by preparing thoroughly and doing your research, this will give you the confidence to perform to the best of your ability.

Every interview will differ and may include a number of other ways to assess your experience and competencies which could include a presentation, group discussion, role plays and meeting with different individuals and teams within an organisation. Each of these means of assessments will have a specific reason to test your skills and ability to do the role.

All interviews however will contain an element of questioning whether on a 1-1, panel or group basis and we have identified our key hints and tips to ensure you understand what is being asked of you and how you can respond to different questions. We also have a number of example interview questions which you can prepare and practise in advance of your interview.

In the current situation we find ourselves in, it is likely that you will have at least one element of your interview carried out via phone or video, again it is important to prepare for the different ways of communicating.

Finally reflecting and reviewing the interview process is really important to ensure you are more prepared for future interviews and always seek feedback wherever you can to help with your future learning and development.

What we will cover today

- Review of homework from Webinar 2
- The week leading up to interview
- The day of the interview
- Preparing for video and telephone interviews
- Your interview
- Reflections post interview
- Take Away Learnings
- Homework and Next Steps

“There are no secrets
to success.
It is the result
of preparation,
hard work, and
learning from failure.”

Colin Powell

Reviewing Homework from Webinar 2

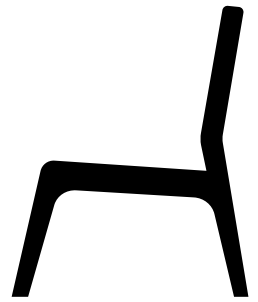
- Draft / review your CV
- Review resource on website regarding your 30 second elevator pitch and put thoughts down on paper
- Update your LinkedIn profile

The Week Leading up to your Interview

- Don't leave your preparation to the last minute
- **Do your research:**
 - Research those on the interview panel
 - Research the organisation you are applying to
- Don't forget the **alignment model** (be clear on how your wants and needs and offer align to their wants and needs and offer)
- Prepare any assessments given in advance e.g. presentation
- **Know your CV inside out** (and application form if applicable)
- Think about the evidence you want to use and key achievements you want to showcase
- Prepare your questions for the panel
- **Practise interview questions**

1. I Want and Need	3. They Want and Need
<ul style="list-style-type: none">• Promotion? Something new / different?• Type of role• Type of organisation• Sector• Culture• Empowerment• Autonomy• Level of responsibility• Level of challenge• Level of interaction with people• Salary / package• Location• Family needs	<ul style="list-style-type: none">• What is the purpose of the role?• What is the job content?• What experience, skills & knowledge does it require?• Why is the role vacant?• What are the strategic goals?• What are the key business challenges?• What are the deal breakers? <p>What mitigation do you have for the elements you don't meet?</p>
2. I Offer	4. The Offer
<p>What is your offering? Your USP?</p> <p>Think about your:</p> <ul style="list-style-type: none">• Skills• Knowledge• Experience• Achievements• Competencies• What are you good at?• What don't you want?	<p>What due diligence do you need to do on the organisation before you accept any job offer?</p> <ul style="list-style-type: none">• How closely does the opportunity match what I want and need (no 1)?• What am I prepared to compromise on?• Do I understand the organisation and role wants and needs (no 3)?• Is the organisation going to offer:<ul style="list-style-type: none">○ Support○ Development○ Cultural fit○ Progression

Before your Interview



RELAX



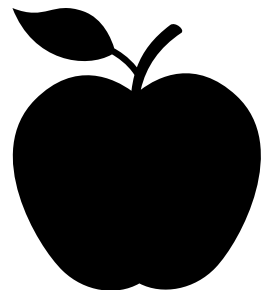
LEAVE YOURSELF PLENTY OF
TIME



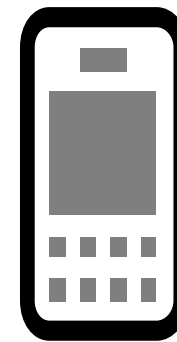
VISUALISE A POSITIVE INTERVIEW



DRESS APPROPRIATELY

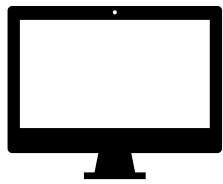


EAT WELL



TURN YOUR PHONE OFF

Preparing for a Video or Telephone Interviews



Video Interview

- Find a quiet, well lit area free from interruptions
- Check your internet connection is stable
- Check audio and webcam is working
- Close any unnecessary tabs and applications
- Turn your phone off
- Get used to the lag
- Have a pen, notepad and your CV on your desk



Telephone Interview

- Find a quiet area for your call without distractions
- Be ready at least 20 minutes before
- Ensure your phone is fully charged
- Still dress for an interview to be in the right mindset
- Use positive body language - this will come through in your voice
- Choose the time for your call if you can for when you are at your best.

Your Interview

- Develop rapport as quickly as possible
- **Listen carefully** to questions and answer succinctly.
- Focus on how your offer meets their needs
- Try and get into dialogue and prevent the Q&A scenario.
- **Focus on the 3 things you want them to take away about you from the interview.**
- If you don't know the answer to something, say so.
- Leave the interview on a positive note and the interviewer knowing you want the job
- Agree timescales and understand next steps.
- **Remember First Impressions - you never get a second chance to make a first impression**

Your Interview

Those that will be interviewing will be looking across four key areas:

1. Can you do the job?
2. Are you up for it?
3. Do I like you?
4. Will you fit in?

Interview Questions - Opening Questions

- Tell me about yourself?
- Why do you want the job?
- What do you know about us?
- What interests you about the job?

Interview Questions - Middle Questions

- Describe your most significant achievement?
- How do you organise your workload to ensure deadlines are met?
- Describe a recent problem you resolved successfully?
How did you approach this?
- How would you describe your style when you are influencing others?
- Describe your style of management? On what occasions might your approach differ?

Interview Questions - Final Questions

- Why should I recruit you?
- What are your long term career aspirations?
- How does this role fit in with these aspirations?
- How do you keep yourself and your knowledge up to date?
- If you were appointed to the role - what would be your priorities and do you have any concerns about the role?

Your Questions for the Panel

- Think about what questions you ask the panel, these could be:
 - What are the next steps for the interview process?
 - What are the development opportunities for the role?
 - What is the induction / onboarding process?
 - Where do you see this role/department going in the future? What are the opportunities and challenges ahead?

**Any Questions on
Your Interview?**

Reflections

Post Interview

- Interviewing is a learned and practised skill
- By reviewing your interview you will be more prepared next time
- Reflect and be honest
- Understand the learnings
- Seek feedback
- Remember some of an interview is out of your control

Review your Interview



Did you arrive on time?



Did you build good rapport?



How was your introduction?



Did you listen to the questions?



Were you confident?



Did you talk about your strengths?



Did you speak calmly and clearly



Did you answer difficult questions well?



How was your non-verbal
communication?



Did you ask good questions?

Achieving a Positive Mindset



- Start the day with something positive
- Positive self talk
- Reflect and evaluate
- Surround yourself with positive people
- Positive affirmation
- Practise gratitude

Take Away Learnings

- PREPARE, PREPARE, PREPARE
- De-risk yourself as much as possible
- Do your research and due diligence
- Be clear on how your wants and needs align to their wants and needs and offer
- Minimise stress on the day of your interview
- Be clear on the three things you want to get across in your interview
- Remember you never get a second chance to make a first impression!

Homework and Next Steps

- Finalise your 30 second elevator pitch which will help with your interview.
- Prepare your answers to commonly asked interview questions.
- Think about what due diligence you want to do on an organisation - linked to the alignment model.

If you have any further questions or you would like us to support with anything please do get in touch
support@nextstepsconsulting.co.uk

The background of the image is a clear blue sky. In the upper left corner, two biplanes are flying diagonally towards the bottom right. They leave behind long, white, slightly wavy contrails. A bright sun is positioned in the lower left area, creating a large, multi-pointed starburst effect that spreads across the sky.

One important key to
success is
Self-Confidence.

An important key to
self-confidence is
Preparation.

–Arthur Ashe



**Thank You
Any Questions?**